Registration for the "Virtual" Server Training (new for 2021!)

Requirements for the Virtual Server Training:
- Desktop computer or laptop
- Internet access
- Email address

If you do not have the above requirements, please go to **AlohaQ** to schedule the "In-Person" Server Training.

Instructions:
1. Go to our web page (http://www.honolulu.gov/liq).
2. Click on the "Event Calendar" tab.
3. Click on the date you want to attend. Virtual Server Training is offered at 10:00 a.m. every Monday, Wednesday, and Friday (excluding all City holidays).

4. Once you select a date, the Event Details will appear.

5. Review the information, then click on the ZOOM Link.
   (*Each virtual server training class has a unique link*.)

To attend the virtual server training class:

Requirements:
- Computer or laptop with internet access
- Personal email address

Additional Documents:
- Server Training Handout

Sample Zoom Link

Registration Instructions:
1. Click on the Zoom Link to register:

   https://zoom.us/meeting/register/tJcodOmgrDovHNFm7yYTVt8e-jVxy8EjgIPw

   NOTE: Registration closes at 8 a.m. the day of the scheduled virtual training class.
2. Once approved, you will receive a confirmation email from *LIQ WebHost* with a link to join the class.

6. Fill out the ZOOM Registration Form.

   IMPORTANT: The first and last name on your ZOOM Registration Form must match your valid government ID to receive credit for your participation.

Meeting Registration

Topic   Virtual Server Training - 02-01-2021

Description   Virtual Server Training for Managers and Bartenders.
                   Online Test to follow at the conclusion of the training class.

Time   Feb 1, 2021 10:00 AM in Hawaii

First Name*   Last Name*

Email Address*   Confirm Email Address*

Address*   City*

Zip/Postal Code*   State/Province*
                                     Choose One...

Phone*   Organization

Last 4 digits of Social Security Number*   Position*
   Choose One...

* Required information

Register

7. Use the guide below to enter the proper data in the Registration Form.

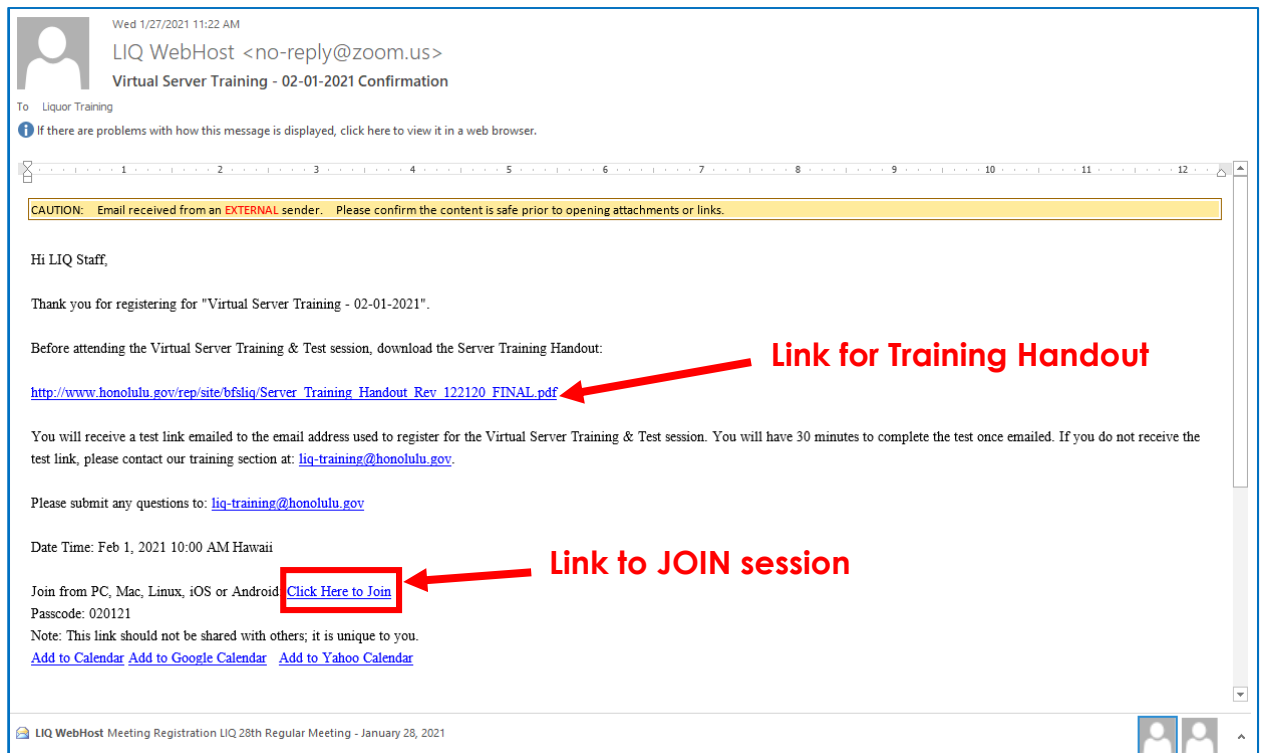| Registration Field	What to enter
First name	IMPORTANT: Enter your "First Name" as displayed on your government ID
Last name	IMPORTANT: Enter your "Last Name" as displayed on your government ID
Email address	IMPORTANT: Enter your email address. (Your registration confirmation, class updates, and test scores are sent to this email address.)
Confirm Email Address	Enter your email address again.
Address	Enter your resident address. (Must be a physical Hawaii address. Do not use a P.O. Box address.)
State/province	Enter the State
Zip/postal code	Enter the Zip Code
Phone number	Enter your phone number (with area code)
Organization	Name of liquor licensed premises. (To get a (If observing class, type in "Observer".
Last 4 digits of Social Security Number	Enter last 4 digits of your Social Security Number. (Verification purposes.)
Position	Select one: Manager – Blue Card Manager (Retail Store) - Purple Card Bartender Observer

8. Once you complete the Registration Form, click the "Register" button at the bottom right of your screen.
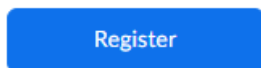
9. Shortly after registering, you will receive an email confirmation from "LIQ WebHost" containing a unique link.

Download the Server Training Handout prior to the start of the session.

On the day of your scheduled training, click this link to access the Virtual Server Training.
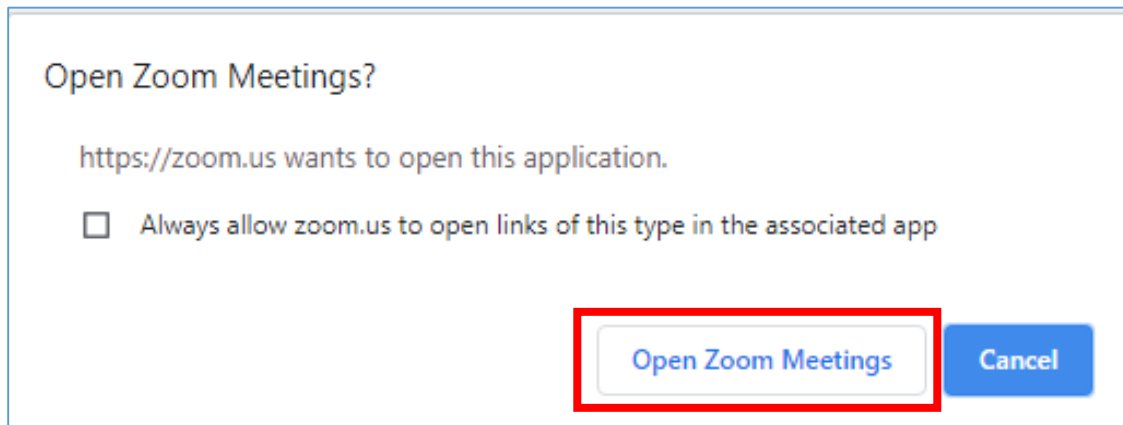
Wed 1/27/2021 11:22 AM
LIQ WebHost <no-reply@zoom.us>
Virtual Server Training - 02-01-2021 Confirmation

To   Liquor Training

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: Email received from an EXTERNAL sender.   Please confirm the content is safe prior to opening attachments or links.

Hi LIQ Staff,

Thank you for registering for "Virtual Server Training - 02-01-2021".

Before attending the Virtual Server Training & Test session, download the Server Training Handout:

http://www.honolulu.gov/rep/site/bfsliq/Server_Training_Handout_Rev_122120_FINAL.pdf

Link for Training Handout

You will receive a test link emailed to the email address used to register for the Virtual Server Training & Test session. You will have 30 minutes to complete the test once emailed. If you do not receive the test link, please contact our training section at: liq-training@honolulu.gov.

Please submit any questions to: liq-training@honolulu.gov

Date Time: Feb 1, 2021 10:00 AM Hawaii

Link to JOIN session

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
Passcode: 020121
Note: This link should not be shared with others; it is unique to you.
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

LIQ WebHost Meeting Registration LIQ 28th Regular Meeting - January 28, 2021

10. If you forgot to download the Server Training Handout you can find it on our Training and Education webpage: http://www.honolulu.gov/liq/trainingeducation.html

11. Questions? Please email our Trainers at: liq-training@honolulu.gov.

Joining Meeting

1. After selecting to join meeting, click on "Open Zoom Meetings" in the windows dialogue box.

Open Zoom Meetings?

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

(If first time accessing Zoom, a temporary application will be downloaded to your computer (bottom right). Click on the temporary application to activate Zoom.
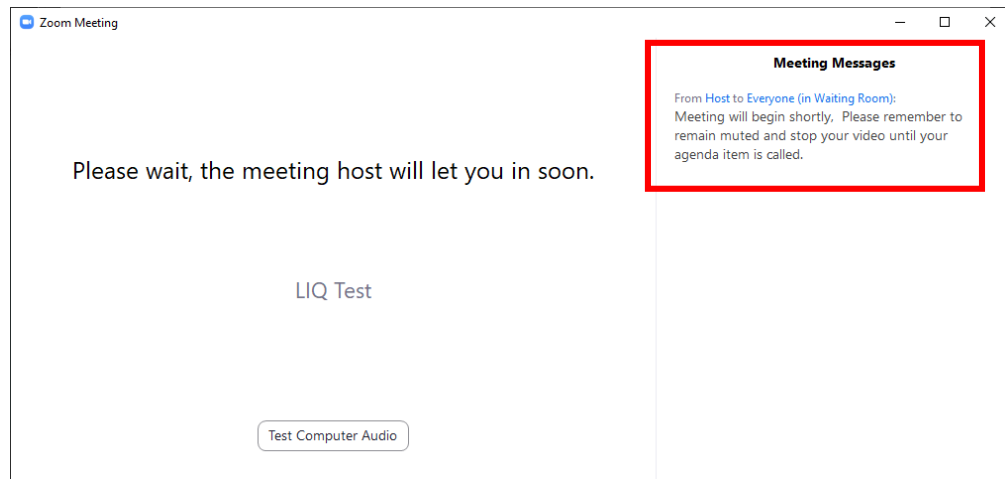
Zoom_cm_ds_mok....exe   ∧
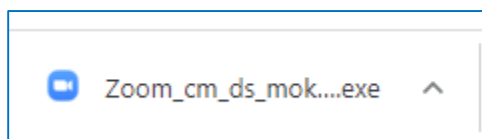
2. Zoom will populate and you will be placed in the waiting room, for the host to admit you to the meeting.

Zoom Meeting   — □ ✕

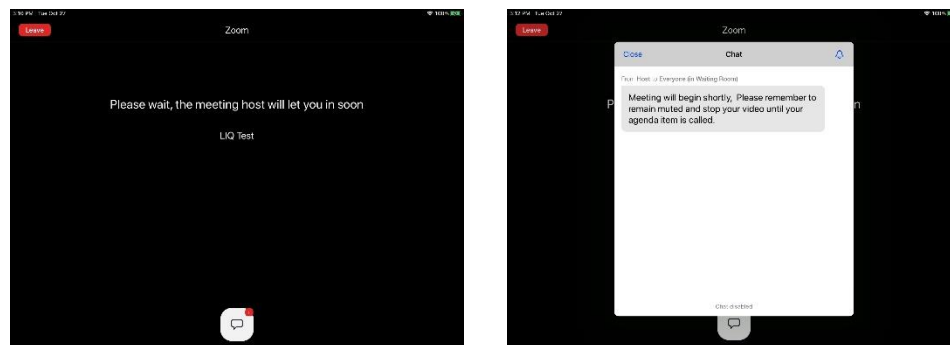Please wait, the meeting host will let you in soon.

LIQ Test

Test Computer Audio
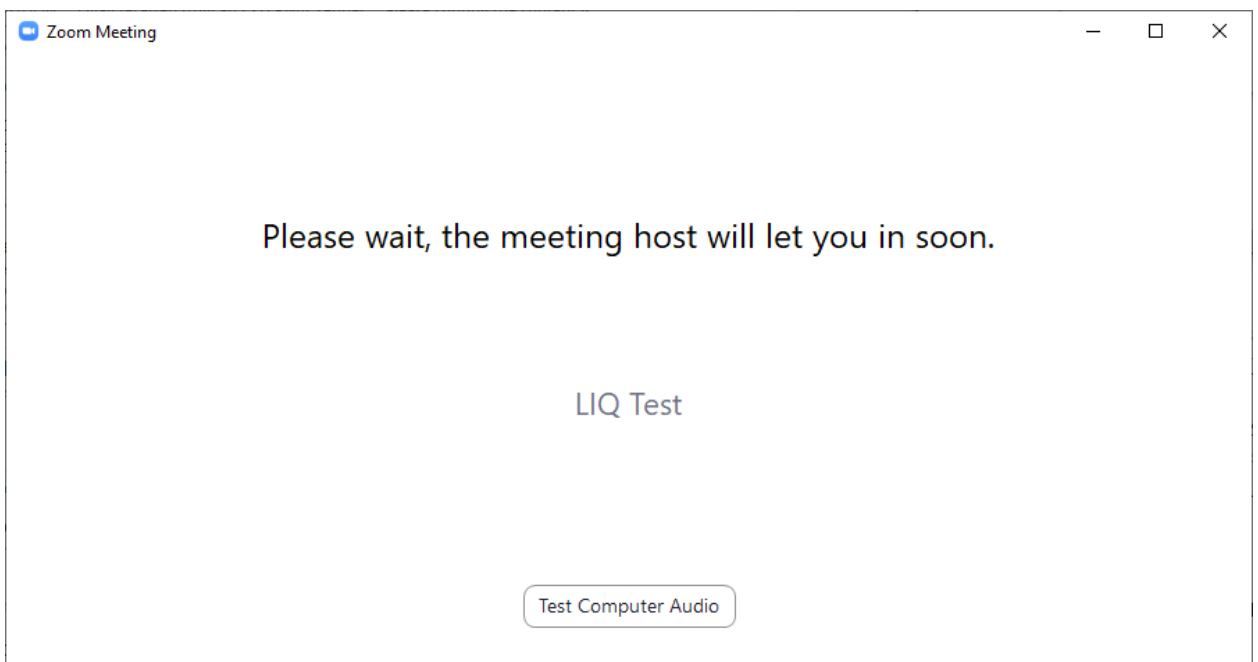
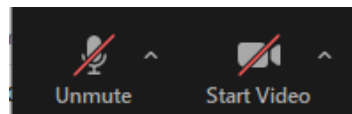While waiting for the meeting to start, the Zoom Host may send a message to all in the waiting room.

Desktop/Laptop Computer screen view (Waiting Room)
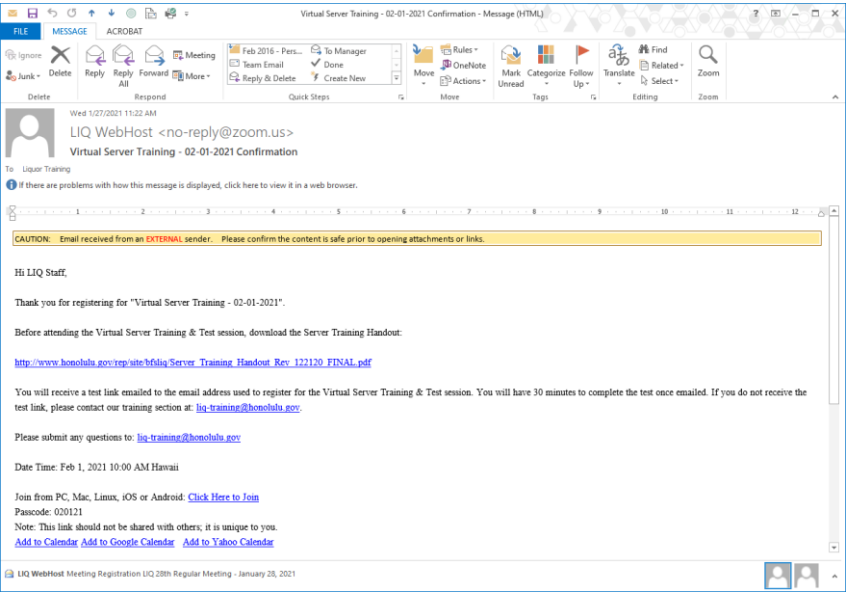

Mobile Device view (Waiting Room)

3. Once admitted, you will be taken to the live meeting. Please remain muted and hide your camera. Your microphone and video icon (bottom of screen) should have a red slash, indicating microphone is muted and camera is hidden.
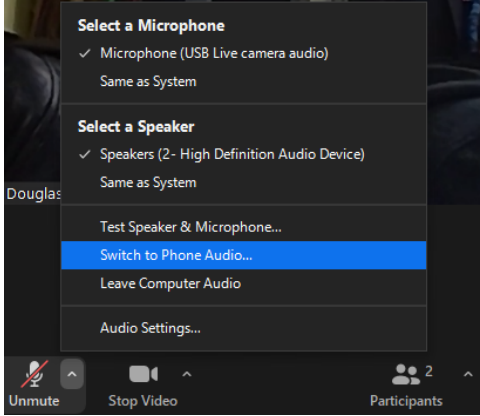
Upon entry to live meeting:

Zoom defaults to using "Computer Audio".

Troubleshooting:

Unable to locate the Registration link	Click on the Zoom registration link found in the Liquor Commission's Event Calendar: http://www.honolulu.gov/liq/event-calendar/month.calendar/2020 Note: Registration closes at 8am, the day of training. If registering after 8am, you will need to select another virtual server training date to attend.
Registered but can't find the link to join the training session	Once you register for the Virtual Server Training and Test session, you will receive an email from "LIQ WebHost". Look for that email. If you are unable to find the email, contact the training section (liq-training@honolulu.gov) to resend the session link to you.
Using Mobile device	Go to mobile device store (i.e., Apple App Store, Google Play Store, etc.) and download Zoom app. After installing Zoom app, click on Zoom and enter meeting ID (found on the event calendar), then select "Join". Enter your name and email address and click "Ok" If you have not pre-registered, you will need to register. Join meeting. Note: Meeting control buttons are on the top of the screen for mobile tablets.

No Computer Audio	If you have no computer audio, switch to phone audio.
	1. Click on the arror next to the microphone icon and select "Switch to Phone Audio…"
	2. Select a phone number, dial the phone number, enter the meeting ID, and participant number. You will be connected by phone.
I did not receive the test	Check your email account you used to register for the Virtual Server Training and Test session. The test link (Google Forms) was sent to that email address.
	If you did not receive a link, contact our Training Section at: liq-training@honolulu.gov.

Contacting the Host.

Prior to the start of the Virtual Server Training and Test session, the Zoom Host may be contacted by email: liq-training@honolulu.gov or by phone: 808-768-7334.

During the meeting, if you need to chat with the Zoom Host, click on the "chat" button at the bottom of your screen.
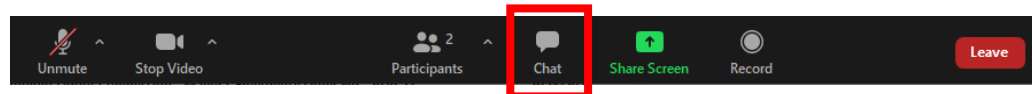
The Zoom Host may send chat messages to participants. Please be aware of messages in your chat box.